

ORDINANCE NO. 167

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON
CREATING THE SHORELINE PARKS, RECREATION AND
CULTURAL SERVICES ADVISORY COMMITTEE; PRESCRIBING ITS
MEMBERSHIP, ORGANIZATION AND RESPONSIBILITIES**

WHEREAS, the City of Shoreline wishes to support parks, recreation & cultural services activities for its residents; and

WHEREAS, the City of Shoreline understands the importance of establishing a process for providing input to the Shoreline City Council, for parks, recreation and cultural services on issues relating to the operation, maintenance and design of parks, and activities in sports, recreation and cultural services;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON DOES ORDAIN AS FOLLOWS:**

Section 1. Created--Purpose. The Shoreline Parks, Recreation and Cultural Services Committee is hereby created. The Committee shall consist of nine (9) members. The Committee is to provide additional citizen input on park maintenance and operations, design matters, programs and services in sports, leisure and cultural activities.

Section 2. Membership. Only persons who reside in the City of Shoreline, own property there, or are employed in Shoreline shall be eligible for membership on the Parks, Recreation and Cultural Services Committee. Members shall serve without compensation but may be reimbursed for reasonable expenses pursuant to City ordinances and policies. The position of a member shall become vacant upon such member's ceasing to reside within, own property within, or be employed within, the Shoreline City limits. The position of a member shall be forfeited and become vacant for failure to attend three regular consecutive meetings of the Committee, unless such absence is excused by a majority of the Committee. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in this ordinance.

Committee members shall serve four-year terms. To allow for the staggering of terms for the initial Parks, Recreation and Cultural Services Committee and appointment or reappointment as appropriate, the initial terms shall be as follows: 4 members for terms of two years and 5 members for terms of four years. Terms shall expire the 31st day of March. No Committee member shall serve more than eight (8) consecutive years.

Section 3. Appointment.

(a) Members of the Advisory Committee shall be recommended to the Mayor after an open recruitment and review of applicants by a Council ad hoc sub-committee. The Mayoral appointments must be confirmed by a majority vote of the City Council.

Section 4. Meetings and organization. The Committee should hold meetings at regular intervals as provided in the bylaws adopted by the Committee after City Council review. The Committee shall meet not less frequently than every ninety (90) days. A more frequent meeting schedule may be established by the Committee as the need arises. Members of the Committee shall select a chairperson and such other officers as they may deem necessary, and may establish rules for the conduct of their meetings and the business of the Committee.

Section 5. Staff Support. Administrative staff support to the Parks, Recreation and Cultural Services Committee shall be provided by the Parks and Recreation Department. Written minutes will be required for all meetings.

Section 6. Responsibilities of the Committee.

(a) The Advisory Committee shall serve in an advisory capacity to City staff and the City Council.

(b) The full Committee may make reports and recommendations to the City Council concerning parks and recreation plans and policies, maintenance operation and design of parks, and program activities in sports, leisure and cultural services. The Committee will make recommendations concerning the acquisition, care, maintenance, utilization and disposition of buildings, property and equipment related to parks programs,

(c) The Committee may review, advise and make recommendations to City staff and the City Council concerning the development and enforcement of rules and regulations concerning the use of parks, buildings and equipment, and rules of conduct and behavior of persons using the same. The Committee shall advise and make recommendations relative to the scope and quality of services provided or to be provided, including instructional and park materials.

(d) The Committee will aid the City Council in decision making and City staff in developing proposals by providing the citizen perspective in matters. To this end, the Committee may conduct public hearings or other meetings to solicit public input.

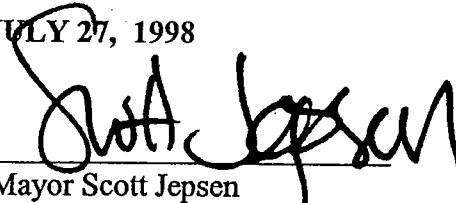
(e) The Committee shall forward meeting minutes to the City Council and provide an annual review of their activities.

Section 7. Gifts. The Committee may make recommendations to City Council regarding the acceptance or rejection of all gifts of money or property made for the benefit of the parks programs.

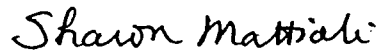
Section 8. Legal Compliance. The members of the Committee will fully comply with all federal and state laws and local ordinances.

Section 9. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect thirty days after passage.

PASSED BY THE CITY COUNCIL ON JULY 27, 1998


Mayor Scott Jepsen

ATTEST:



Sharon Mattioli, CMC
City Clerk

APPROVED AS TO FORM:



Bruce L. Disend
City Attorney

Date of Publication: July 30, 1998
Effective Date: August 26, 1998



Parks, Recreation & Cultural Services Advisory Committee BY-LAWS

ARTICLE I - MEMBERSHIP

The Shoreline Parks & Recreation Advisory Committee shall consist of nine (9) members, appointed by the Mayor and confirmed by the City Council.

ARTICLE II - STATEMENT OF PURPOSE

The Shoreline Park and Recreation Advisory Committee will serve in an advisory capacity to the City Council. It will be their responsibility to provide additional citizen input on park maintenance and operations, design matters, programs and services in sports, leisure and cultural activities. .

ARTICLE III - OFFICERS AND DUTIES

SECTION 1: OFFICERS

Officers shall be a Chair and Vice-Chair, both elected by the Advisory Committee from members of the Advisory Committee. In absence of both, members may elect a Chair *pro tem*. All officers will serve one-year terms.

SECTION 2: RESPONSIBILITIES OF THE ADVISORY COMMITTEE

- (a) The Advisory Committee shall serve in an advisory capacity.

ARTICLE IV - MEETINGS

SECTION 1: SCHEDULE

The Parks & Recreation Advisory Committee shall hold quarterly meetings (dates to be determined). The meetings shall begin at 7:00 p.m. and end at 9:00 p.m., unless extended by the Advisory Committee. Should a regular meeting day be a legal holiday, the scheduled meeting shall be canceled, unless a majority of the Advisory Committee votes to select another day.

A special meeting may be called by the Chair of the Advisory Committee, the Director of Parks, Recreation & Cultural Services, the City Council or Mayor or by the written request of any five (5) Advisory Committee members, providing a 10 day public notice period.

SECTION 2: ORDER OF BUSINESS

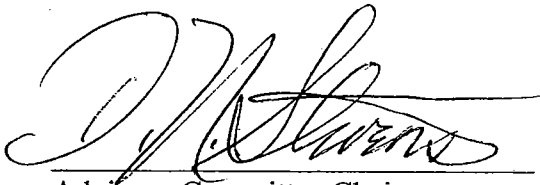
The order of business for each meeting of the Advisory Committee shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. REPORTS
 - (a) Director's Report
 - (b) Quarterly Report from Staff
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. PUBLIC COMMENT
9. ADJOURNMENT

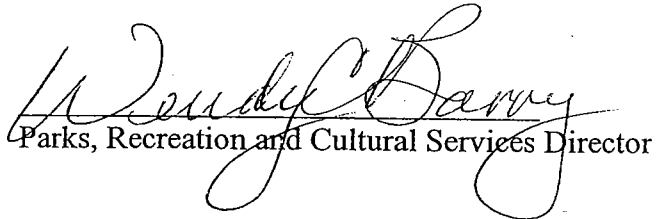
ARTICLE VII - AMENDMENTS

These By-laws are to be approved by the City Council. They may be amended or repealed and new By-laws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed By-laws, or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the by-laws shall be submitted to the Mayor and City Council for their information.

SIGNED BY:


Advisory Committee Chair

9/29/99
Date


Parks, Recreation and Cultural Services Director

9/29/99
Date